

# **Vault Supervisor**

## **Bank of North Dakota, Bismarck, ND**

<b>Position No.:</b>	10514	<b>Status:</b>	Full Time
<b>Salary Range:</b>	\$22,932-38,220	<b>Recruitment:</b>	Internal/External
<b>Closing Date:</b>	July 23, 2010	<b>Supervisor:</b>	Retail & Customer Service Manager
		<b>Service Area:</b>	Banking

### **Minimum Qualifications:**

Position requires a high school diploma or GED and three years of work experience as a bank teller or customer service representative. College level coursework in bookkeeping or accounting will substitute for up to two years of the work experience requirement.

Requires proven customer service skills, a high degree of communication skills, accuracy in balancing cash, attention to detail, a high degree of dependability, confidentiality and integrity. Must have the ability to move 50 lbs from one location to another and the ability and desire to use banking software applications.

Preference will be given to internal applicants.

### **Application Procedures:**

Submit State of North Dakota Application for Employment ([SFN 10950](#)), and/or resume to:

Bank of North Dakota  
Attn: Human Resources  
1200 Memorial Hwy  
PO Box 5509  
Bismarck ND 58506-5509

May submit application materials via e-mail to Laura Holland at [lholland@nd.gov](mailto:lholland@nd.gov).

Applicants who are residents of North Dakota and eligible to claim veteran's preference must include form DD214. Claims for disabled veteran's preference must include a current statement of disabled status from the Veteran's Affairs Office.

If accommodation or assistance is needed in the application or interview process, please contact Laura (701) 328-5616 or 800-472-2166 ext. 85616 or TDD 800-643-3916. BND is an Equal Opportunity Employer.

A state and federal background check will be conducted on the final candidate.

### **Summary of Work:**

Primary duties include processing cash vault transactions and providing vault security, which includes counting and verifying all currency and coin; preparing cash shipments; ensuring vault security systems are armed and disarmed; preparing mutilated currency to Federal Reserve Bank; controlling and servicing customer bonds and securities held in vault; maintaining entry log and ensuring authorized personnel enter the vault. Position maintains retail department records retention schedule and serves as a back up to tellers by performing basic teller duties such as cashing checks, receiving deposits, issuing money orders and cashier checks.

Working hours are Monday thru Friday 7:45 a.m. – 4:45 p.m. Occasionally may be required to back-up tellers and these responsibilities require availability until 5:00 p.m. on a rotating basis.